

**IDAHO BOARD OF EXAMINERS OF NURSING HOME ADMINISTRATORS**  
**Bureau of Occupational Licenses**  
700 West State Street, P.O. Box 83720  
Boise, ID 83720-0063

**Board Meeting Minutes of 10/18/2012**

**BOARD MEMBERS PRESENT:** Zendi Fae-Hansen Meharry - Chair  
Keith Holloway  
Cathy Hart  
Jonathan Paine  
James L. Roberts

**BUREAU STAFF:** Tana Cory, Bureau Chief  
Dawn Hall, Administrative Support Manager  
Lori Peel, Investigative Unit Manager  
Eric Nelson, Board Prosecutor  
Marilyn London, Technical Records Specialist

**OTHERS PRESENT:** Kris Ellis, IHCA

The meeting was called to order at 9:00 AM MDT by Zendi Fae-Hansen Meharry.

**APPROVAL OF MINUTES**

Dr. Paine made a motion to approve the minutes of July 20, 2012. It was seconded by Mr. Roberts. Motion carried.

**FINANCIAL REPORT**

Ms. Hall gave the financial report, which indicated that the Board has a cash balance of \$36,019.14 as of September 30, 2012.

**STIPULATION AND CONSENT ORDERS**

Mr. Nelson presented Stipulation and Consent Orders for NHA-2012-3 and NHA-2012-4. It was moved by Ms. Hart that the Board approve the Stipulation and Consent Orders for NHA-2012-3 and NHA-2012-4 and authorize the Chair to sign on behalf of the Board. It was seconded by Dr. Paine. Motion carried.

**[INVESTIGATIVE REPORT](#)**

Ms. Peel gave the investigative report, which is linked above.

## **PROPOSED LAW CHANGE**

Ms. Cory discussed a proposed law change giving the Board the authority to impose a fine up to \$1,000 for each disciplinary violation and investigative costs and fees. It was moved by Mr. Holloway to approve the proposed law change. It was seconded by Mr. Roberts. Motion carried.

It was moved by Dr. Paine that the proposed law changes be posted on the Board's website. It was seconded by Mr. Roberts. Motion carried.

## **NEW BUSINESS**

### **APPLICATION**

The Board discussed Rule 100.04 that states that the open book examination must be returned with the completed application. It was moved by Mr. Roberts that the open book examination be included with the application on the Board's website. It was seconded by Dr. Paine. Motion carried.

### **CONTINUING EDUCATION COURSE**

The Board reviewed a continuing education course titled, "Idaho PUPC 6<sup>th</sup> Annual Consensus Meeting Prevention is the Key." It was moved by Ms. Hart that the Board approve the continuing education course titled, "Idaho PUPC 6<sup>th</sup> Annual Consensus Meeting Prevention is the Key." It was seconded by Dr. Paine. Motion carried.

## **EXECUTIVE SESSION**

Ms. Hart made a motion that the Board go into executive session under Idaho Code § 67-2345(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law. The purpose of the Executive Session was to consider license application materials. It was seconded by Dr. Paine. The vote was: Ms. Hart, aye; Mr. Roberts, aye; Mr. Holloway, aye; Dr. Paine, aye; and Ms. Meharry, aye. Motion carried.

Mr. Roberts made a motion to come out of executive session. It was seconded by Mr. Holloway. The vote was: Ms. Hart, aye; Mr. Roberts, aye; Mr. Holloway, aye; Dr. Paine, aye; and Ms. Meharry, aye. Motion carried.

## **APPLICATIONS**

Mr. Holloway made a motion to approve the following for licensure:

Adam Smith  
Bernardo Carotenuto

Lillian Badertscher

It was seconded by Dr. Paine. Motion carried.

### **CONTINUING EDUCATION AUDITS**

It was moved by Mr. Holloway that the Board approve five continuing education reinstatement audits. It was seconded by Dr. Paine. Motion carried.

It was moved by Ms. Hart that the Board request additional information for one continuing education audit. It was seconded by Dr. Paine. Motion carried.

### **QUARTERLY REPORTS**

It was moved by Dr. Paine that the Board approve eight quarterly reports for the administrator-in-training applicants. It was seconded by Mr. Holloway. Motion carried.

It was moved by Mr. Roberts that the Board not accept one quarterly report and request clarification on the monthly hours. It was seconded by Mr. Holloway. Motion carried.

### **TEMPORARY PERMITS**

The Board discussed Idaho Code 54-1601(9) regarding endorsement applicants and temporary permits. It was moved by Mr. Roberts that the Board give authority for the Board Chair to approve endorsement applications when applying for temporary permits. It was seconded by Mr. Holloway. Motion carried.

### **AMEND AGENDA**

It was moved by Ms. Hart that the Board amend the agenda to discuss the National Association Administrator Boards November 7-9, 2012 meeting. It was seconded by Dr. Paine. Motion carried.

### **NATIONAL ASSOCIATION ADMINISTRATOR BOARD**

Ms. Meharry and Dr. Paine are not able to attend the NAB meeting November 7-9, 2012. It was moved by Mr. Holloway that the Board approve Mr. Roberts to attend the NAB meeting as the delegate. It was seconded by Dr. Paine. Motion carried.

### **NEXT MEETING**

The Board scheduled its next meeting for January 30, 2013 at 9:00 AM MST.

## ADJOURNMENT

Mr. Roberts made a motion to adjourn the meeting at 10:20 AM MDT. It was seconded by Dr. Paine. Motion carried.

---

Zendi Fae-Hansen Meharry, Chair

---

Keith Holloway

---

Cathy Hart

---

Jonathan Paine

---

James L. Roberts

---

Tana Cory, Bureau Chief